
Petroleum Use and Waste Generation in Transport of Employees

- Operational Control -03

A. Significant Environmental Aspect: Use of Petroleum in the Transportation of Employees Generation of Waste from Transportation of Employees Emissions from employee commuter vehicles	B. Activity group: Transportation of Employees in Private and Publicly Owned Cars, Buses, Boats, Airplanes, Trains and Subways. Field and Sampling Work Outside of Office	Document Control Code: EPA-R3 OC-03-00 Date: See footer below
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1. Title: Use of Petroleum and Generation of Waste and Emissions in Transport of Employees - Operational Control

2. Activities (and corresponding written controls, where applicable):

To fulfill our mission, EPA employees must travel on official government business and commute to and from work at our 1650 Arch Street building in center city Philadelphia. For a complete listing of GSA Cars available in our office, the contact person for the cars and other information go to:

<http://epawww.epa.gov/r3intran/facilweb/gsavehicles.html> As of the date of this OC, 93% of our employees that were qualified to receive TransitChek® were utilizing this program to subsidize their use of mass transit to commute to work, thereby substantially reducing emissions from commuter vehicles.

3. Operational Controls such as technological, operational, procedural (and corresponding written controls, where applicable):

Reducing employee commuter vehicle emissions

- Employees should use mass transit to commute to work.
- Employees should consider using compressed schedules to reduce their commuting.
- Management should continue to support and provide funding for the TransitChek® program to encourage employees to use mass transit to commute to work.

Reducing Petroleum Use in GSA Vehicles

- Employees should utilize car pools and ride sharing whenever possible when on work related travel.
- Facilities Management and Services Branch should select GSA cars that increase our fleet fuel efficiency as cars are replaced.
- Employees should obey all traffic laws when operating GSA vehicles.
- Employees should re-fuel GSA cars with 87 octane i.e. regular gasoline.
- Employees should not “top off” the tank when refueling (see <http://www.epa.gov/donttopoff/>)
- Employees should, where possible, avoid re-fueling or re-fuel after dark on ozone action days.
- Employees should periodically check the air in the tires of any GSA car they are using.
- Employees should report any mechanical problems or servicing the GSA vehicles needs.
- Employees should utilize the most fuel efficient vehicle available as appropriate for the travel task.
- Employees should use conference calls and virtual meetings in lieu of face to face meetings when appropriate. To arrange a conference call phone line call facilities at 4-5999. To arrange a video conference call 4-5400 or send a LAN a message to the ConfR3 Center mailbox. To arrange a web based virtual meeting go to: To arrange a virtual meeting go to:
<http://epawww.epa.gov/r3intran/oirm/sametime.html>

Reducing Waste

- Employees that are responsible for the servicing of GSA cars should use recycled oil and antifreeze.

4. Maintenance plan(s) for the operational controls and Actions to be taken if controls fail:

Region 3's participating in the TransitChek® program is funded by Region 3 management and operated by the Office of the Comptroller. Program effectiveness (percentage of employees participating) is monitored by

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the Office of the Comptroller.

The Facilities Management and Services Branch coordinates the replacement of the GSA vehicles as determined by length of service and/or total mileage.

GSA Vehicle fuel consumption and purchase of recycled oil and antifreeze is monitored by the Facilities Management and Services Branch.

Through email messages and training employees and will periodically be reminded to of the OCs above.

If this OC fails we will investigate and install additional controls and provide retraining as necessary.

5. Corresponding Environmental Management Program

Transportation Environmental Management Program (EMP) EPA-R3-EMP-03-00

<http://www.epa.gov/region3/ems/EMPs/emp-3.pdf>

6.1. Record(s):

TransitChek® records including number of employees participating

GSA Vehicle records including baseline, annual updates, new vehicles purchased and purchase of recycled oil and antifreeze.

Emails and other training records

6.2. Person Responsible and Record Location:

Regional Comptroller 10th floor

Facilities Management and Services Branch, 3rd floor

EMS Coordinator

Records will be retained according to Procedure O.
Records management.

7. Responsibilities: (a. to ensure controls are in place; b. to ensure controls keep working; c. to take action when controls fail; d. to create and keep records relative to operational controls)

7.1 Title

Region 3 Management

Facilities Support Specialist, Motor pool
work plan chairpersons

7.2 Responsibility

Continued funding, support and management of the
TransitChek® program

Responsible for a-d (listed above).

8. Competence of operators on the basis of training, education or experience:

During the training period of new employees, they should be informed about the safe and appropriate use of GSA vehicles, the availability of mass transit, the TransitChek® program, compressed schedules and this OC.